PlanningUser guidance

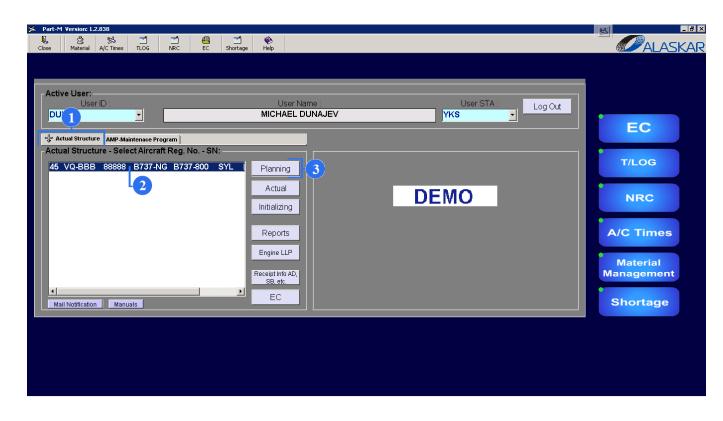


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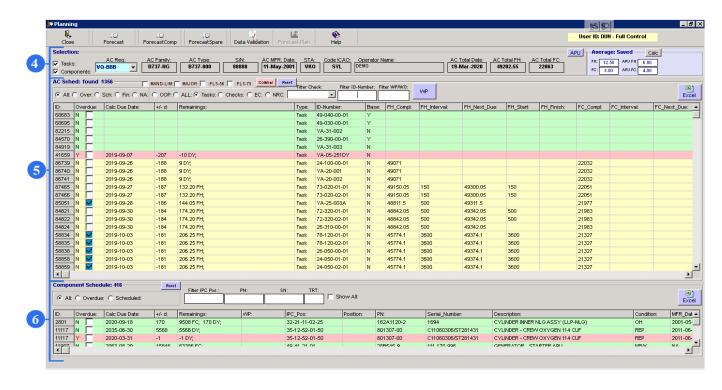
1. Planning Overview.

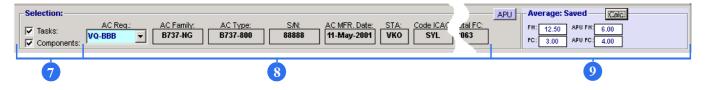


To open Planning sub-module in the initial screen of the PART M module do these steps:

- 1. Select "Actual Structure" tab.
- 2. Highlight necessary aircraft registration.
- 3. Push "Planning" button.







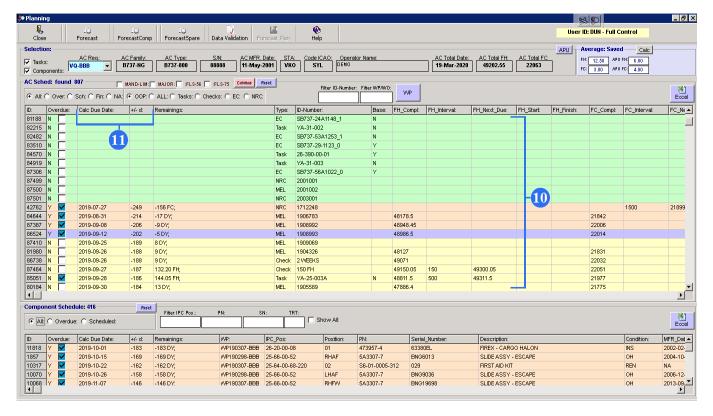
Planning screen is divided on three windows.

- 4. "Selection".
- 5. AC Sched.
- 6. Component Schedules.

Turn to Selection window.

- 7. Use "Tasks "filter or "Components" filter to see AC Schedule window or Component Schedule window or both of them at once. Tick in the Task check box opens AC Sched window, tick in the Components check box opens Component Schedule window. And two ticks open AC Shed window and Components Schedule window.
- 8. You can change aircraft registration without leaving the Planning sub module. Also, you can see necessary data for corresponding aircraft.
- Average screen is necessary for Calculation of Average Aircraft Utilization Criteria and Task Editor. (see unit 3)



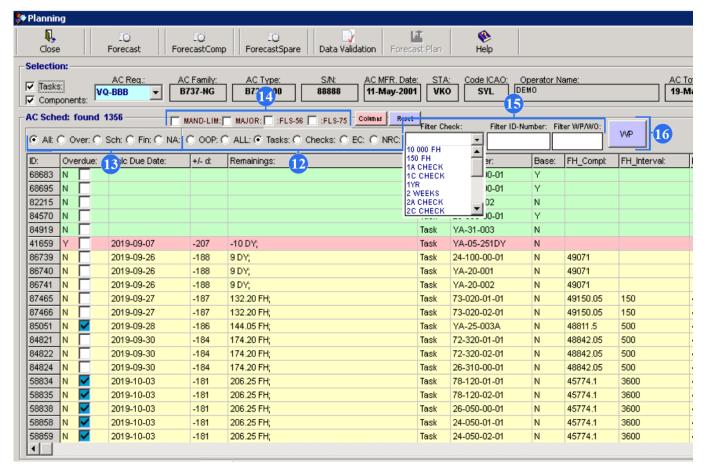


Turn to "AC Sched" window.

After data initializing and transmission to production, this data will be displayed in the Planning sub-module.

- 10. All items (checks/ NRC/ Tasks/ ECs) are differently coloured:
- red items are overdue;
- yellow items will become overdue soon (less than 21 days); should be performed in the nearest time;
- green items are normal; should not be performed in the nearest time (more than 21 days);
- 11. It is possible to view an amount of days until the next item (check/ NRC/ Task/ EC) completion in the 'Calculated Due Date'/ '+-days' columns.





12. All items can be separated into appropriate groups by using filters:

"OOP"- Shows Out of Phase (check, tasks, EC, NRC);

'All'-checks/ NRC/ out of check tasks/ ECs are displayed;

'Detail'-checks/ NRC/ all tasks/ ECs are displayed;

'Tasks' -only tasks are displayed;

'Checks' -only checks are displayed;

'EC' -only engineering controls are displayed;

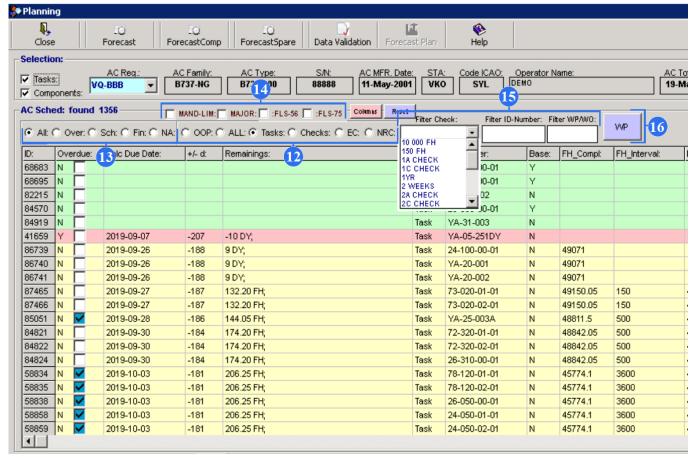
'NRC' -deferred NRC items are displayed.

13. Use filters to view the necessary group of items:

- Overdue items filter;
- Scheduled items filter;
- Finished items filter;

You may use several filters at once (for example, checks + overdue = all overdue checks will be displayed).





- 14. Use filters to view the necessary group of items:
 - "MAND-LIM" filter Instruction –
 Mandatory (AD; ALI; CMR),
 - "MAJOR" filter Major Checks Only,
 - "FLS 56" filter TC Flight Length
 Sensitive 56000 FC Maximum,
 - "FLS 75" filter TC Flight Length Sensitive - 75000FC.
- 15. Use filters such as "Filter Check", "Filter ID Number" and "Filter WP/WO" to find any item quickly.
- 16. To create a new work package select WP button. (see unit 2)



ompo	nen	t Sche	dule: 416 ———	Reset	Filter IPC Pos.:	PN:	SN: TRT:				
All:	0	Overdu	ue: C Scheduled:		Filter IPC Pos.: PN: SN: IRT: Show All:						
ID:	Ov	erdu 1	Calc Due Date:	+/- d:	Remainings:	WP:	18 IPC_Pos:	Position:	PN:	Serial_Number:	
2801	N		2020-09-18	170	9508 FC; 170 DY;		32-21-11-02-25		162A1120-2	1694	
11117	N		2035-06-30	5568	5568 DY;		35-12-52-01-50		801307-00	C11060306/ST281431	
11117	Υ		2020-03-31	-1	-1 DY;		35-12-52-01-50		801307-00	C11060306/ST281431	
11907	N		2063-08-20	15846	63386 FC;		49-41-21-01		28B545-9	111 170-996	
2714	N		2023-03-12	1075	13449.06 FH;		27-41-81-03		251A4510-12	KE00568	
10681	N		2024-02-28	1428	1428 DY;		23-24-00-01-24		452-0133	379697-032	
3054	N		2024-07-08	1559	19497.05 FH;		28-25-51-04		106788A144	U34683	
2799	N		2068-07-23	17645	52937 FC;		32-21-31-03-20		162A1310-1	CH1261	
1861	N		2020-09-18	170	170 DY;		26-22-01-01-25		33700002	16440D1	
9953	N		2024-09-30	1643	1643 DY;		31-31-11-05-15		DK120/90	AT70469	
12591	N		2025-11-01	2040	2040 DY;		28-22-14-01-5		BFS24	1282	
11911	N		2058-05-17	13925	55700 FC;		49-26-93-25		3822504-3	12P51133	
2789	N		2068-07-23	17645	52937 FC;		32-51-61-01-95		162A1404-4	0970MAM	
11913	N		2063-11-16	15934	63738 FC;		49-26-93-20		3840165-4	15-156101-10227	
11912	N		2063-11-15	15933	63734 FC;		49-26-93-33		3840310-3	15-156101-09856	
1861	N		2020-09-18	170	170 DY;		26-22-01-01-25		33700002	16440D1	
2788	N		2068-07-23	17645	52937 FC;		32-21-00-01-1		162A1100-5	T11415Y0840	
2793	N		2068-07-23	17645	52937 FC;		32-51-61-01-115		162A1405-6	NMC2007	
2794	N		2068-07-23	17645	52937 FC;		32-51-61-01-65		162A1417-6	NMC2013	
2722	N		2020-04-29	28	28 DY;		38-32-51-04		2651-278-21	1074	
11909	N		2063-11-15	15933	63734 FC;		49-26-93-23		3822391-6	16-162053-18427	
2814	N		2020-09-18	170	9508 FC; 170 DY;		32-21-21-02-25		162A2302-1	E1011	
1805	N		2022-02-01	671	671 DY;		23-71-11-02		DK120/90	AT47188	
2821	N		2020-09-18	170	9508 FC; 170 DY;		32-21-21-01-60		162A2118-1	K195	
2800	N		2068-07-23	17645	52937 FC;		32-21-11-01-80		162A1110-2	ETM1811	
1992	N		2023-03-12	1075	13449.06 FH;		29-11-61-05		2-7681-2	1546	

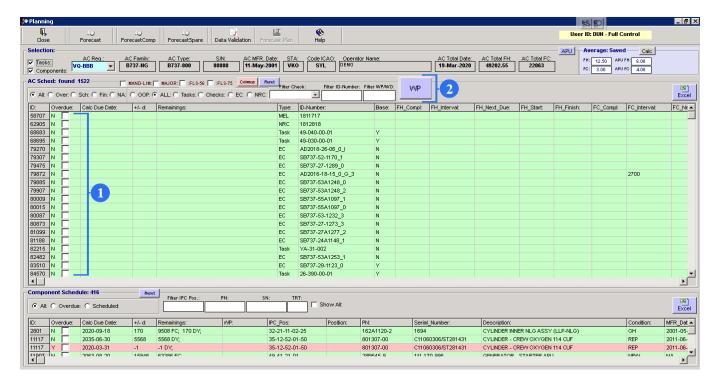
17. Use filters to view the necessary group of items:

- Overdue items filter;
- Scheduled items filter;
- ALL.

18. The Component Schedule has several filters: IPC Position filter, Part Number filter, Serial Number filter and Treatment filter. Select 'Show All' check box and the system will display not hard-time also.



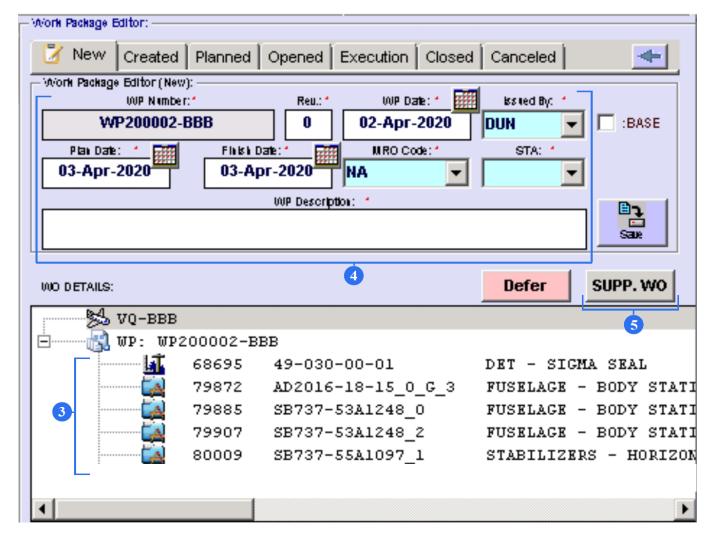
2. Work Package Creation.



Work Package (WP) consists of one or several Work Order(s) (WO), which is automatically assigned for each item (check/ NRC/ Task/ EC). After WP creation, it will be performed in the Actual sub-module gradually, item by item, and its active status will be displayed in the Work Package Editor also.

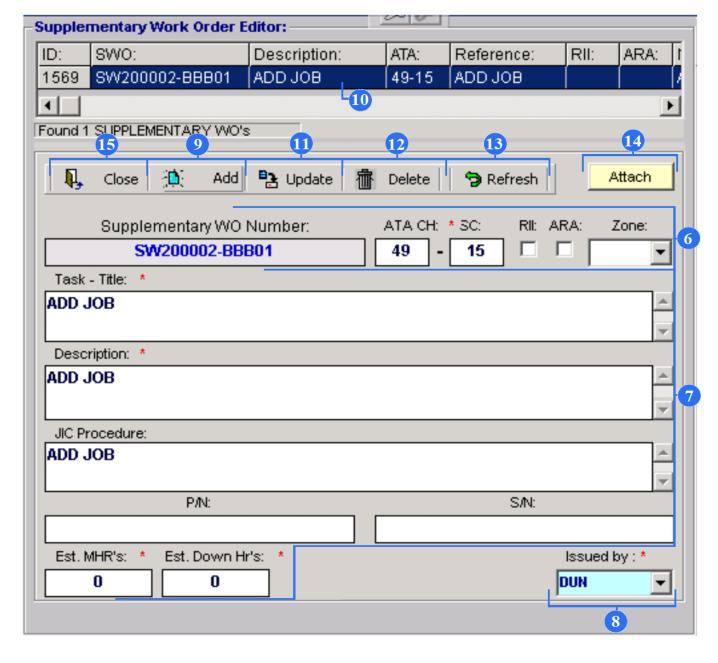
- 1. From the whole list tick items that will be added to a Work Package in a list of work orders.
- 2. Push WP button to open editor.





- 3. All selected types of job are shown in WO DETAILS window.
- 4. WP Number and Date will be generated automatically in the WP Editor. Fill out required fields: Start/ Finish dates, MRO code, Station, WP description and ISSUED BY.
- 5. You may add a Supplementary Work Order. It is an additional task that is not registered in the system yet. To register it, click on the SUPP. WO button to open register.





- 6. Supplementary WO number will be automatically generated. Enter ATA chapter. If it is necessary check box RII (Required Inspection Item) and ARA (Additional Repair Agreement).
- 7. Fill out Task Title, Description, JIC Procedure. You can if necessary, enter part number and serial number. Fill out Estimated Man-Hours/ Estimated Down Hours.
- 8. Select who created the editor.
- 9. Click on the Add button to save.
- 10. In the upper side of Supplementary WorkOrder Editor the save will be appeared.Highlight the line.
- 11. Make a change if necessary, and click on the Update.
- 12. To remove created supplementary WO, click on the Delete.
- 13. To reset all data, click on the Refresh.
- 14. To attach any documents push yellow Attach button.
- 15. To close Editor, push Close button.

562 VQ-BBB 29-090-00-01

561 VQ-BBB 33-010-00-01

560 VQ-BBB 29-030-01-01

VQ-BBB 5A CHECK

241 VOLBBB RAMP CHECK

554 VQ-BBB 1C CHECK

249 VQ-BBB 3A CHECK

46

38

2

2/18/2019

2/18/2019

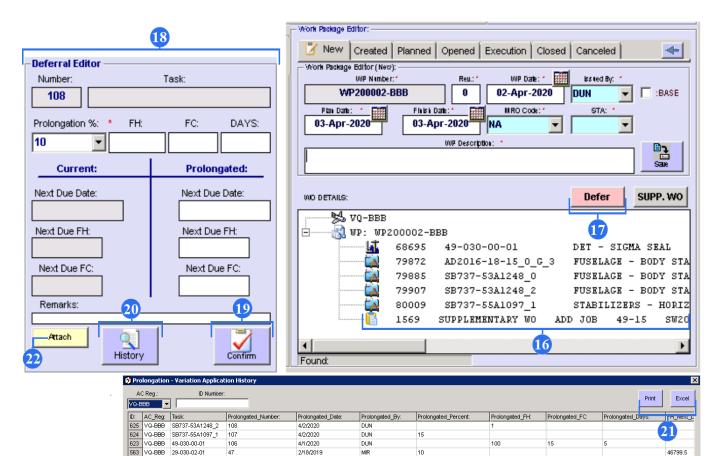
2/18/2019

11/29/2018

8/1/2018

3/26/2018





MIR

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10

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- 16. After saving, the supplementary work order will be added to the list of work orders.
- 17. If there is need to put off any items of work package, highlight any line and click on the red Defer button to open Deferral Editor.
- 18. You can defer the task using Prolongation field or FH/FC/DAYS fields. Also, you can use Prolongated column.
- 19. Click Confirm button to save data. The corresponding task will turn red in the Planning screen.
- 20. If you want to see history of defer tasks, click on the History button and Prolongation Variation Application History List will be opened.

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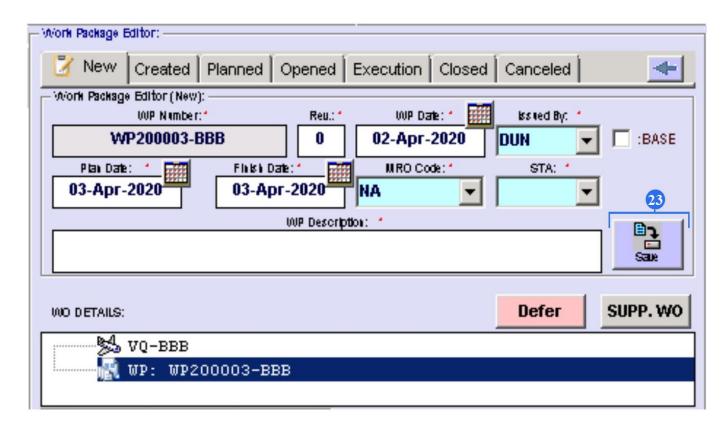
46175

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43005

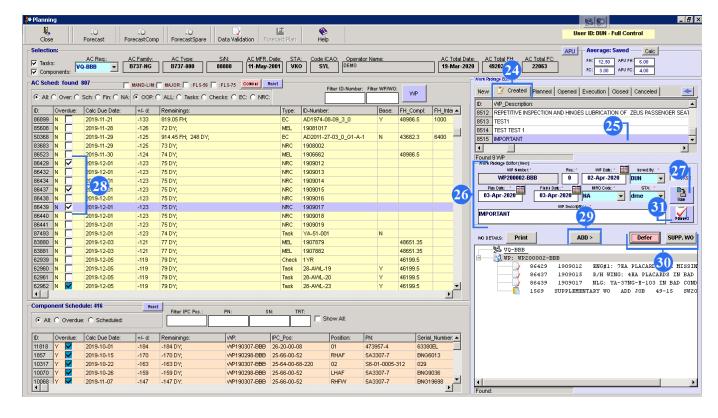
- 21. Here you can change aircraft registration, select and highlight any items and print them or transfer to excel.
- 22. To attach any documents push yellow Attach button.





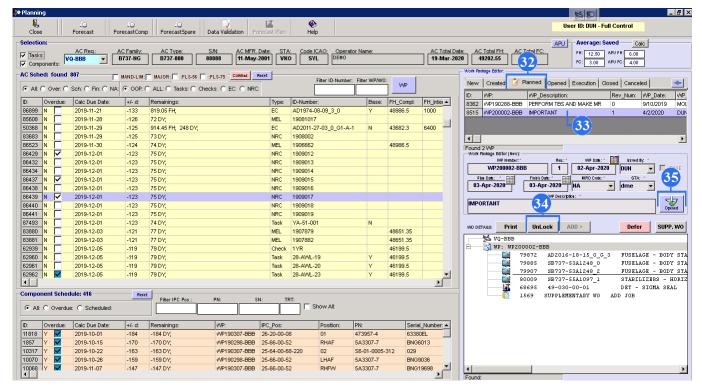
23. To save a newly created Work Package, click on, and the WP will be transferred to a list in a 'Created' tab.





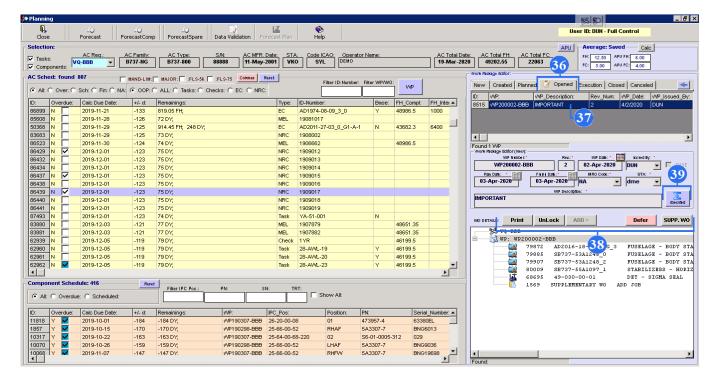
- 24. Click on the Created tab.
- 25. From the whole list find corresponding work package. Highlight it.
- 26. Make a change if necessary, in Work Package Editor New.
- 27. Click on the Save.
- 28. It is possible to add new items in the already created work package. Tick items that will be added to the created Work Package in a list of work orders.
- 29. Push ADD button.
- 30. If there is need to put off any items of created work package, highlight corresponding line and click on the red Defer button to open Deferral Editor. Also, you may add a Supplementary Work Order
- 31. To transfer the WP to a 'Planned' tab, click on the Planned button.





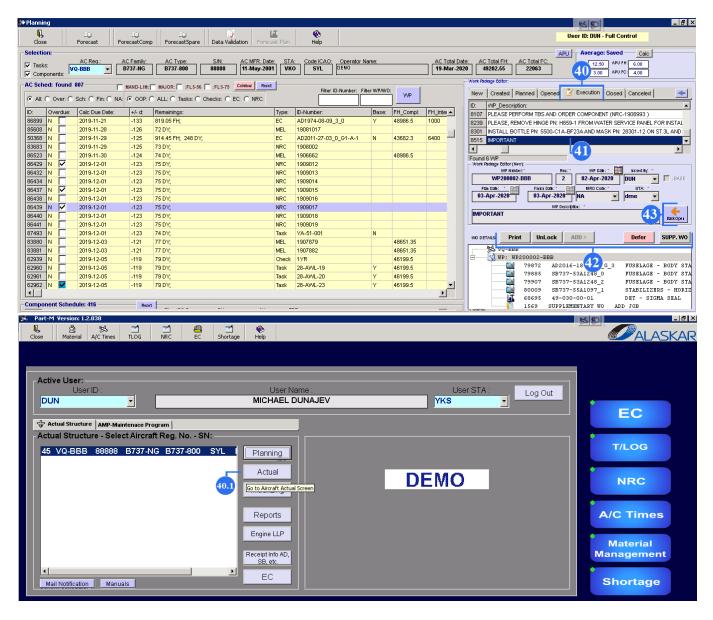
- 32. Click on the Planned tab.
- 33. From the whole list find corresponding work package. Highlight it.
- 34. Push Unlock button to make upper fields white. You can make a change and push on the Revise button.
- 35. To transfer the WP to an 'Opened' tab, click on Opened button.





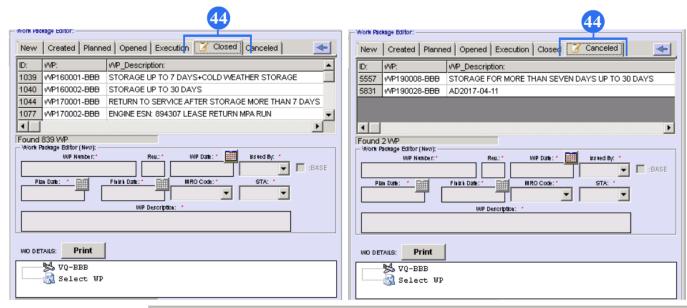
- 36. Click on the Opened tab.
- 37. From the whole list find corresponding work package. Highlight it.
- 38. In the Opened tab there is possible to make changes/ to add new items/ and etc in already registered Work Packages.
- 39. To transfer the WP to an 'Execution' tab, click on Executed button.





- 40. When you submit the Work Package to execution by clicking on Executed, it will be transferred to the Actual sub-module (view 40.1).
- 41. From the whole list find corresponding work package. Highlight it.
- 42. In the Execution tab there is possible to make changes/ to add new items/ and etc in already registered Work Packages.
- 43. You can back WP to Opened tab if you push Back Open button.

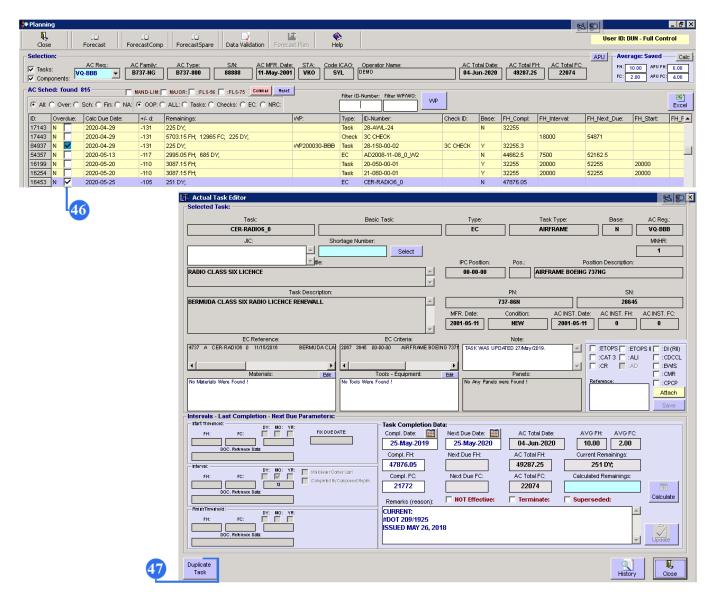






- 44. After working with the WP in the Actual submodule, status of work package can be supervised in the Closed/ Cancelled tabs. All these Work Packages can be only printed by clicking on Print.
- 45. All items, submitted to the Actual submodule, will be market with tick in the list of items.



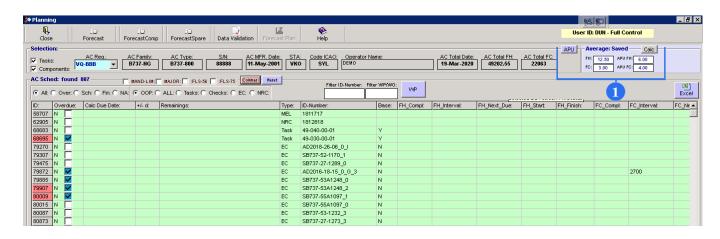


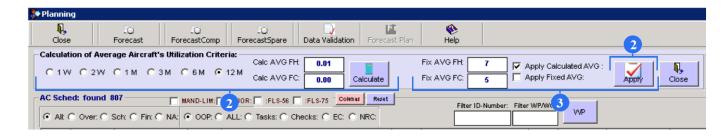
If you want to plan several Work Packages for the same task, create a duplicate of this task:

- 46. Check box necessary task and right click. "Actual Task Editor" will be open.
- 47. In the down left angle of screen press "Duplicate Task" button. In the "AC Sched" screen of "Planning" submodule you can see duplicate Task under original task. The duplicate task will disappear from "Planning" module after WP completion.



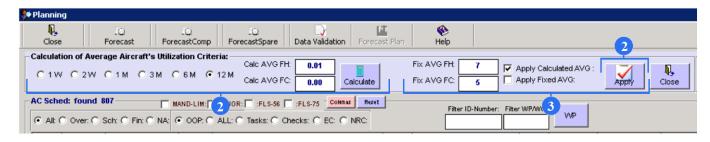
3. Calculation of Average Aircraft Utilization Criteria and Task Editor.

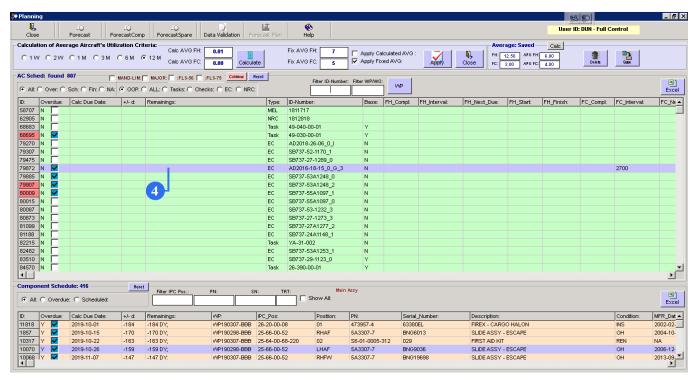




- 1. All dates of tasks completion are calculated in accordance with Average Aircraft Utilization Criteria, except APU tasks. Data is taken from the Aircraft Times sub-module by default. To view Installed APU Data, click on APU button. To open an 'Average Aircraft Utilization Criteria' Editor, click on CALC button.
- 2. If you need to view next due dates, taking into account the other average aircraft utilization criteria, complete the following steps:
 - select an amount of months (1/2/3/6/9/12);
 - click on, and the system calculated average flight hours and cycles;
 - select the 'Apply Calculated AVG' check box, and then click on. All next due dates will be recalculated in accordance with the selected criteria.

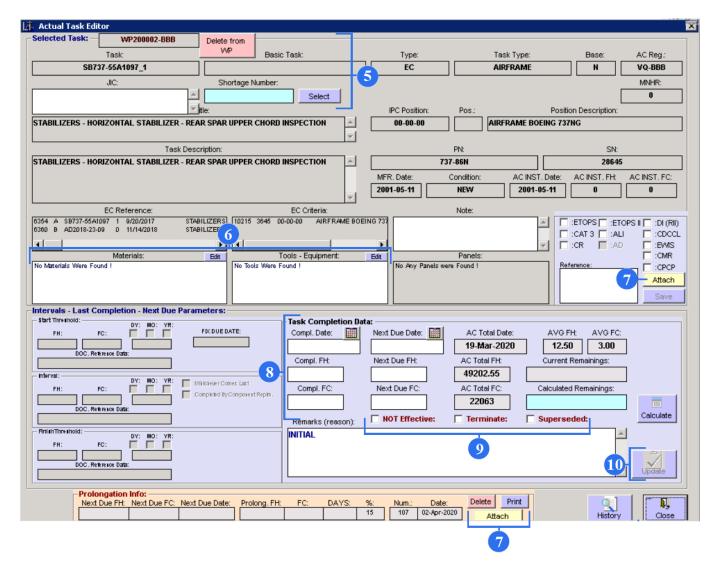






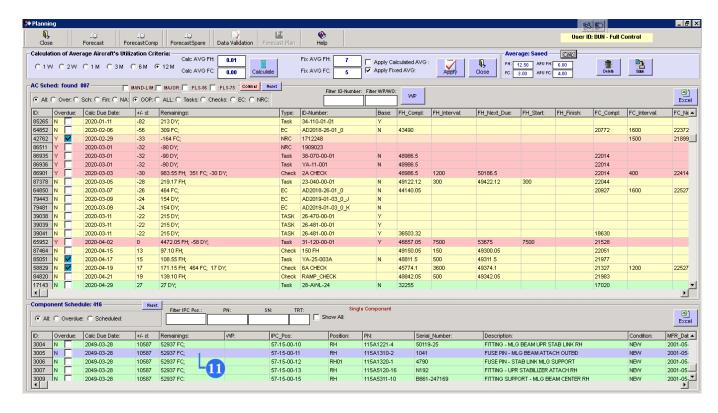
- 3. You may also set up fixed average flight hours and cycles, then select the 'Apply Fixed AVG' check box, and click on. All next due dates will be recalculated in accordance with the set average flight hours and cycles.
- 4. All listed tasks can be updated in an Actual Task Editor. For its opening, select an item's check box and right-click the task.





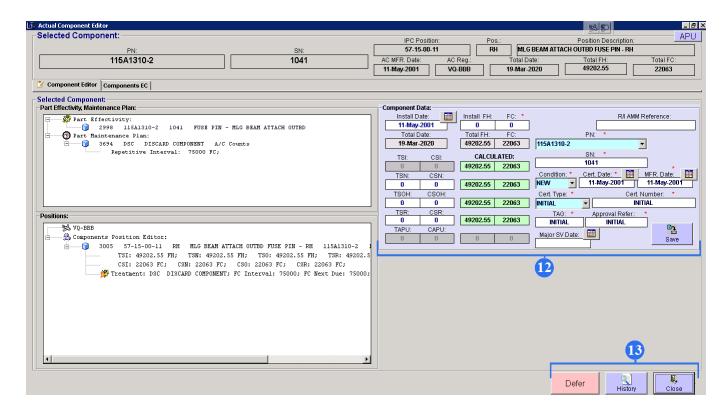
- 5. If it is necessary remove WP or add JIC or select shortage number.
- 6. Also, you can enter Materials and Tools. Click on the edit button.
- 7. You can attach necessary files by clicking on yellow Attach.
- 8. You can change completion dates (FHs)/ next due dates (FHs) and set up intervals.
- 9. Select a 'Terminate' check box, if the task completion should be finished, but still be available for its returning back anytime. After termination, the task will be displayed in the 'Finished' Aircraft Schedule. This option is usually used for seasonal tasks and others. Select a 'Not Effective' check box, if the task is not effective; after this action, the task cannot be returned back. Select "Superseded" and task will be closed in Planning.
- 10. Click on the Update to save changes.





11. All listed components can be updated in an Actual Component Editor. For its opening, select an item's check box and right-click the component.

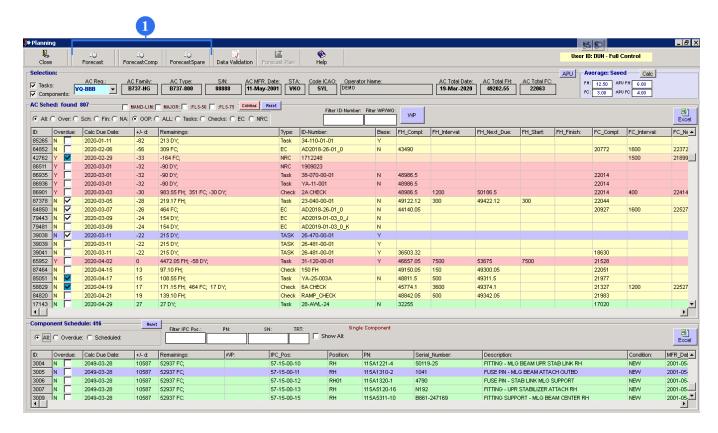




- 12. Make corresponding changes and click on the Save button to save data.
- 13. Also, you can defer component treatment, see component history position information and close the screen.



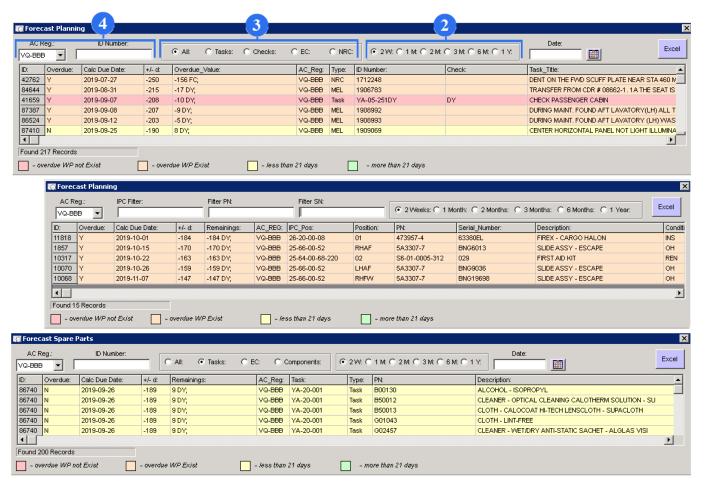
4. Forecast.



A Forecast Option allows monitoring all tasks that should be performed within a particular period of time, unlike a list of tasks that displays only the next due date of a particular task.

1. On the upper toolbar select "Forecast", "Forecast Comp" or "Forecast Spare" and corresponding windows will be opened.





When you click on the Forecast tab in the upper toolbar Forecast Planning screen with tasks opens.

- 2. Select a period of time:
 - 2 weeks;
 - 1 month;
 - 2 months;
 - 3 months;
 - 6 months;
 - 1 year;
- 3. There are several filters available:

'All' -checks/ NRC/ out of check tasks/ ECs are displayed;

'Tasks' - only tasks are displayed;

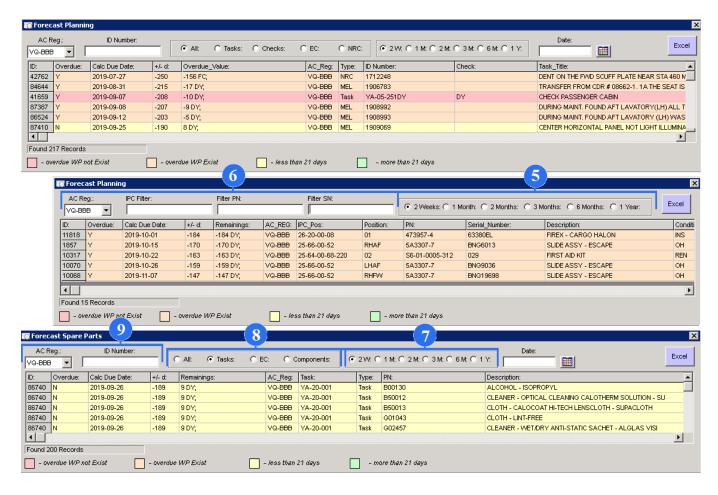
'Checks' -only checks are displayed;

'EC' -only engineering controls are displayed;

'NRC' -deferred NRC items are displayed;

4. Use 'ID Number' and 'Aircraft Registration' filters.





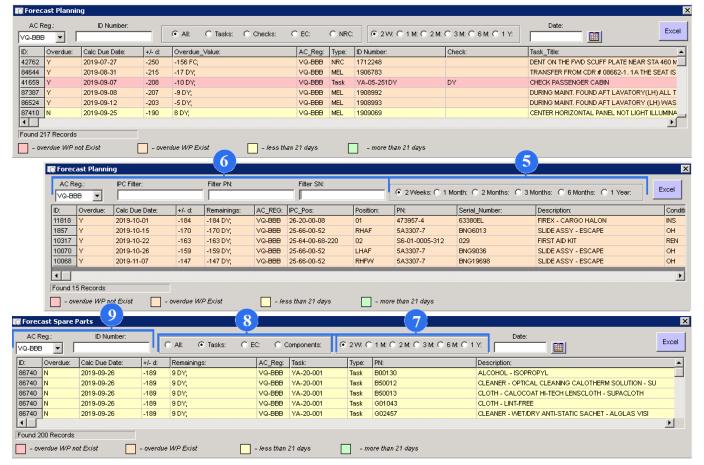
When you click on the "ForecastComp" tab in the upper toolbar Forecast Planning screen opens.

- 5. Select a period of time:
 - 2 weeks;
 - 1 month:
 - 2 months;
 - 3 months:
 - 6 months:
 - 1 year;
- 6. There are several filters available: IPC Position filter, Part Number filter, Serial Number filter and Aircraft Registration.

When you click on the "ForecastSpare" tab in the upper toolbar Forecast Spare Parts screen opens.

- 7. Select a period of time:
 - 2 weeks;
 - 1 month;
 - 2 months;
 - 3 months;
 - 6 months;
 - 1 year;





8. There are several filters available:

'All' -checks/ NRC/ out of check tasks/ ECs are displayed;

'Tasks' - only for tasks are displayed;

'Checks' -only for checks are displayed;

'EC' —only for engineering controls are displayed;

'NRC' -only for deferred NRC items are displayed;

9. Use 'ID Number' and 'Aircraft Registration' filters.